

RECORDS RETENTION SCHEDULE

Key # 28195

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Developmental Services		(2) AGENCY BILLING CODE 086125	(3) PAGE 1 OF 4 PAGES
(4) DIVISION/ BRANCH/ SECTION Administration, Human Resources and Support Services Branch, Customer Support Section, Records and Forms Management		(5) ADDRESS 1600 9 th Street, Room 300, Sacramento, CA 95814	

CHECK THE APPROPRIATE BOX

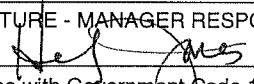

- (6) ☐ New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]
- (7) ☐ Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)
- (8) ☒ Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 2008-1	(10) SCHEDULE DATE September 16, 2008	(11) NUMBER OF PAGES 4	(12) CUBIC FEET (Total Schedule) 27
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 2008-1	(14) APPROVAL NUMBER 08-059 no flags	(15) APPROVAL DATE (S) January 22, 2008	(16) PAGE NUMBER (S) REVISED 4


(17) MISSION/FUNCTIONAL STATEMENT: Forms Management – Responsible for the review of all new and revised departmental forms for acceptable design, efficiency, cost effectiveness, and to ensure forms are in compliance with statutory and privacy/confidential requirements. Records Management – Ensures the Department's compliance with all laws, codes, and regulations pertaining to the collection, maintenance, and destruction of records.

PART I – AGENCY STATEMENTS



As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. **For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.**

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS 	(19) TITLE Section Chief, Customer Support Section	(20) PHONE NUMBER (916) 654-33315	(21) DATE SIGNED 9/18/08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.			
(22) SIGNATURE - RECORDS MGMT. ANALYST 	(23) CLASSIFICATION Records Management Analyst II	(24) NAME (Printed or Typed) Chris G. Zotalis	(25) PHONE NUMBER (916) 654-2893
		(26) DATE SIGNED 9/18/08	

PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE – CalRIM CONSULTANT 	(28) APPROVAL NUMBER 08 059	(29) DATE SIGNED 10/01/2008	(30) EXPIRATION DATE 1/22/2013
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PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:		
<p>(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives</p> <p>(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)</p>		
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE 	(34) DATE SIGNED Oct. 10, 2008	

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

											Retention Criteria: Section Chief Policy, unless otherwise noted. Destruction Criteria: Non-confidential wastepapers recycle, unless otherwise noted.
1	2		<u>Forms Management</u> Department of Developmental Services (DDS) Forms Files (<i>Master of each form developed, maintained and used by the Department.</i>)	P		Current			Current		Current until revised, superseded, or rescinded.
2			Masters of DDS Forms developed on Computer	C		Current + 2 years			Current + 2 years		Retain as current until revised, superseded, or rescinded. If form is obsolete, retain for two more years from date form is obsolete; then delete from computer.
3	.25		Numerical Listing of DDS forms	C & P		Current			Current		Current until superseded.
4	.25		Business Use Inventory Report	P		4 years			4 years		Retain for four years from date submitted to the Department of General Services (DGS) or until audited, whichever occurs first.
5	.25		Obsolete Forms	P		2 years			2 years		Retain for two years from date form is obsolete.
6	4		<u>Records Management</u> STD 73, Records Retention Schedules (<i>Department Copies</i>)	P		Current + 10 years			Current + 10 years		DGS recommended retention period. Retain as current until revised, superseded, or rescinded.
7			Masters of Records Retention Schedules developed on Computer	C		Current			Current		Current until revised, superseded, or rescinded; then delete from computer.
8	1		STD 71, Transfer Lists (<i>Copies of transfer lists for DDS.</i>)	P		Current			Current		DGS recommended retention period. Retain as current until all records have been destroyed, retired permanently, transferred to State Archives, or when no longer needed.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
9	.50		STD 66 or 65, Purchase Estimate or Contract /Delegation Order related to records management filing, shredding, or micrographic equipment	P		4 years			4 years		DGS recommended retention period. Retain at least two years from end of fiscal year in which encumbrance is liquidated. After two years, destroy after audit or four years, whichever occurs first.
10	.25		SRC 28, Confidential Records Destruction Request (<i>Copies</i>)	P		1 year			1 year		Retain for at least one year from end of fiscal year in which records are destroyed and then file with Annual Report on Records Management.
11	.50		Annual Report on Records Management and related Documents; Records Holdings Disposal Annual Report and related Documents	P		3 years			3 years		DGS recommended retention period. Retain for three years from date submitted, or when no longer needed for reference or analysis, whichever is later.
12	1		Authorization for Records Destruction and related Documents (<i>Computer Printout</i>)	P		4 years			4 years		DGS recommended retention period. Retain for two years from date special authorization is certified. Then retain two more years or until audited, whichever occurs first.
13	.25		STD 76, State Records Center Reference Request <u>Program Management</u>	P/ C		Active+ 2 years			Active + 2 years		DGS recommended retention period. Paper active until records are return for storage back in State Records Center.
14	.50		Delegation Orders	P		Active + 5 years			Active + 5 years		Active until superseded and then retain for five more years.
15			Masters of Delegation Orders on Computer <u>Records of Closed Facilities</u>	C		Active			Active		Active until superseded and then delete from computer.
16	16		X-rays of Deceased Consumers of Closed Facilities	S		1 year		6 yrs	7 years		Current up to seven years after client death or discharge. Keep at facility one year or until closure.

[illegible]